

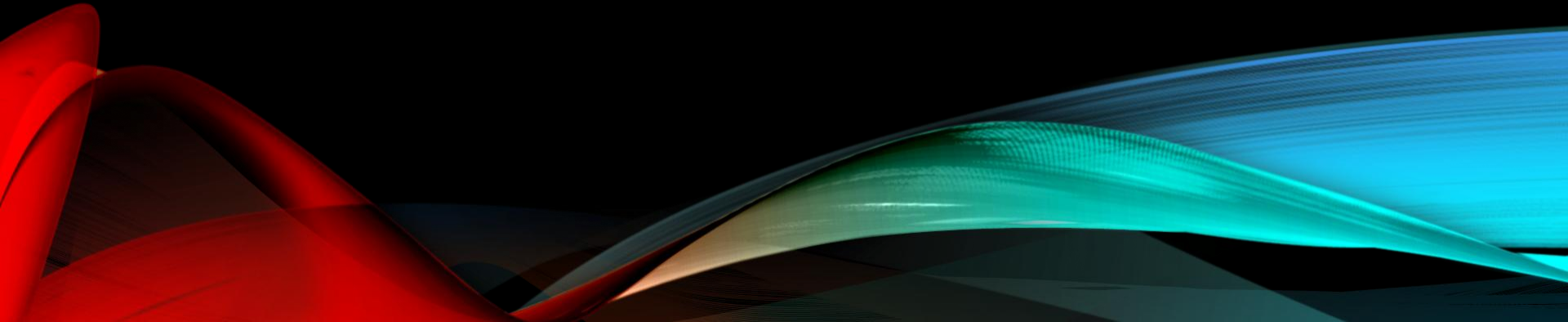


BACKGROUND AND IMPACT

Electronic Records Retention Committee
April 30, 2013

THIS ISN'T YOUR MOTHERS FILING DRAWER

Realities of the Digital Age



“WHY IS THIS AN ISSUE, ANYWAY?”

Digital Courts - Paper policies

Everything online available from anywhere anytime

Practical obscurity a thing of the past

The pain of incorrect records lasts forever

Policy doesn't clearly direct action at end of record's required retention period

Inconsistent practices exist regardless of policy

Citizens are reporting harm from old records remaining on display

eAccess will soon provide easy access to more records

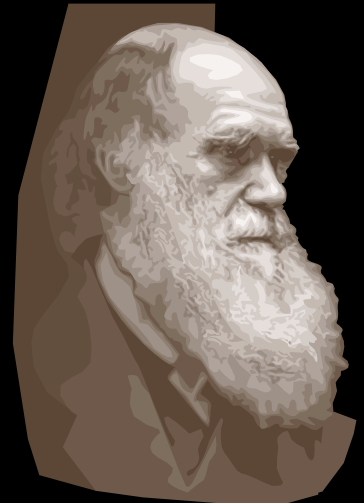
ACTUAL HORROR STORIES

- Background checks for employment
 - “Local charges” with no description of severity
 - 20-year-old parking tickets continue to show
- Inappropriate records on the Internet
- Wrong criminal history
- Incomplete/old case disposition



AN EVER-SO-BRIEF HISTORY

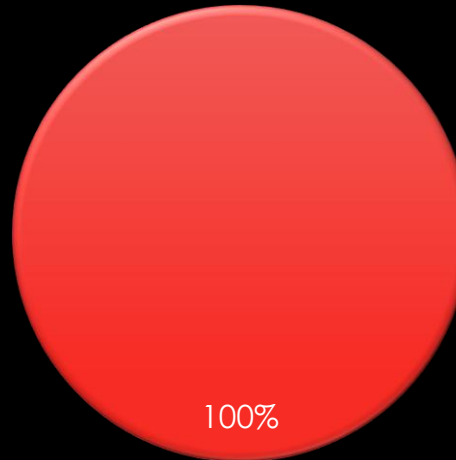
- Automated **CMS** in all Courts
- **Rule 123** increases access
- Internet **Public Access** to Case Info
- **EDMS** systems in all GJ Courts
- **eCitation** Systems manage majority of ATTC's
- **eFiling** begins to displace Paper filings
- **Rule 123/124** provide greater access
- **EDMS** for LJ courts digitizing records
- **eAccess** RFP awarded
- ITD proposes **auto deletion** of records
- Members appointed to **committee** by CJ



ENVIRONMENT: DOCUMENT DIGITIZATION

GJ Courts Digitizing Documents (Day Forward)
n=15

0%

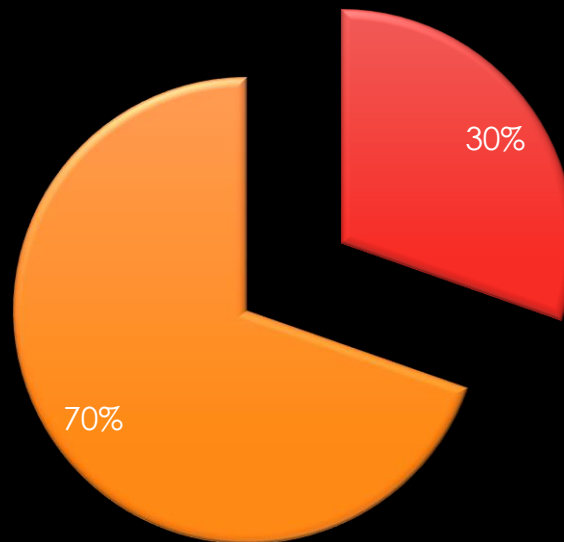


100%

■ Scanning ■ Not Scanning

ENVIRONMENT: DOCUMENT DIGITIZATION

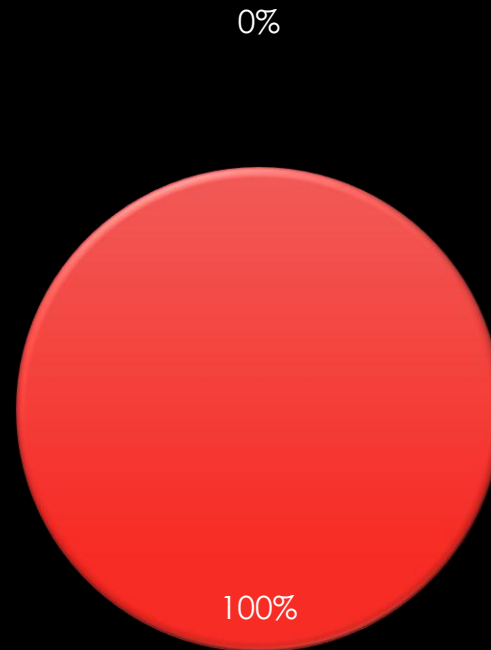
LJ Courts Digitizing Docs (Day Forward)
n=158



■ Scanning ■ Not Scanning

ENVIRONMENT: DOCUMENT DIGITIZATION

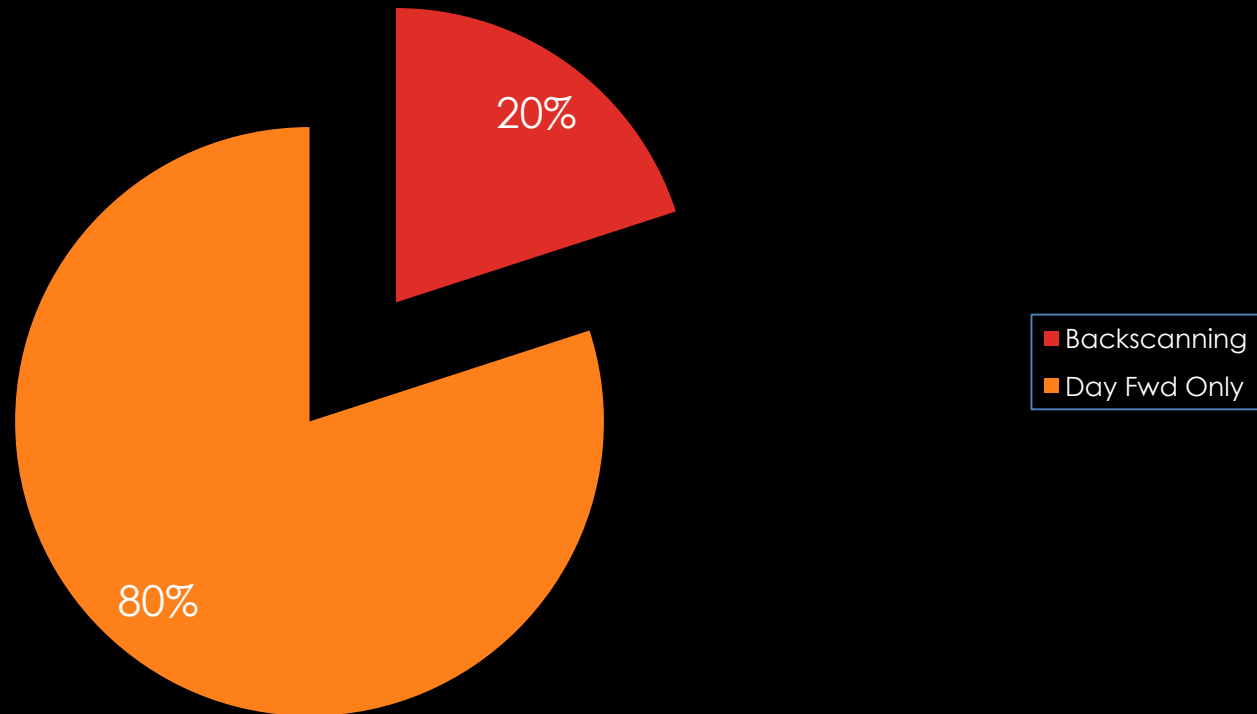
**Appellate Court Locations Digitizing Documents
(Day Forward) n=3**



■ Scanning ■ Not Scanning

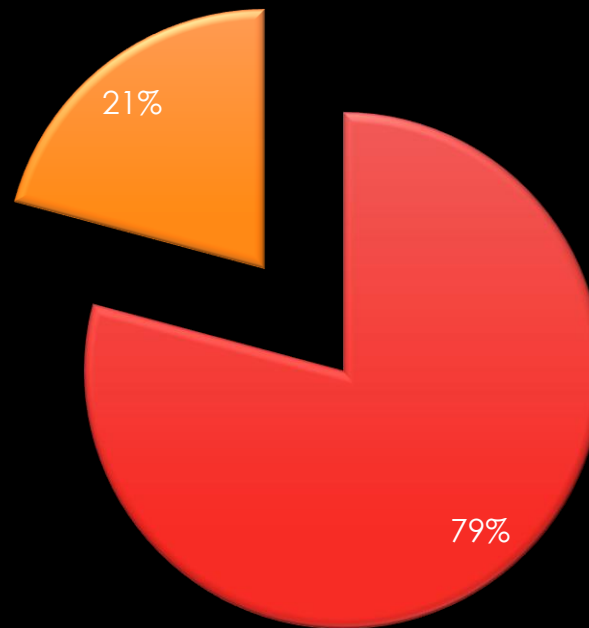
ENVIRONMENT: DOCUMENT DIGITIZATION

GJ Courts Digitizing Documents (Historical) n=15



ENVIRONMENT: DOCUMENT DIGITIZATION

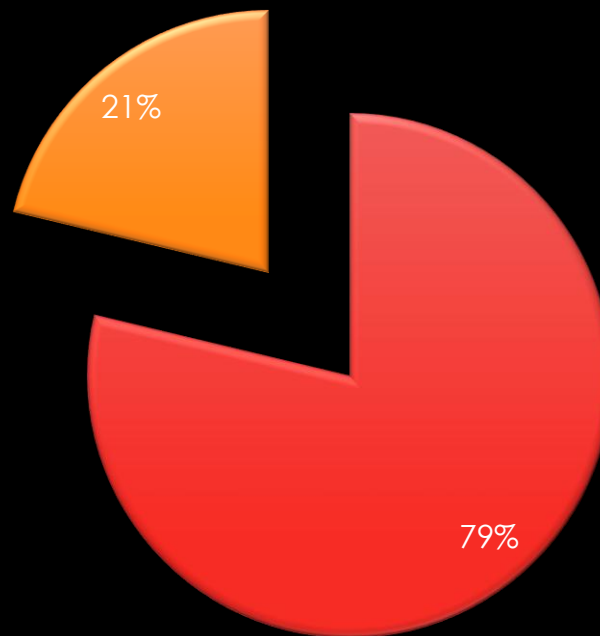
LJ Courts Digitizing Docs (Historical) n=48



■ Backscanning ■ Day Fwd Only

ENVIRONMENT: ELECTRONIC CITATIONS

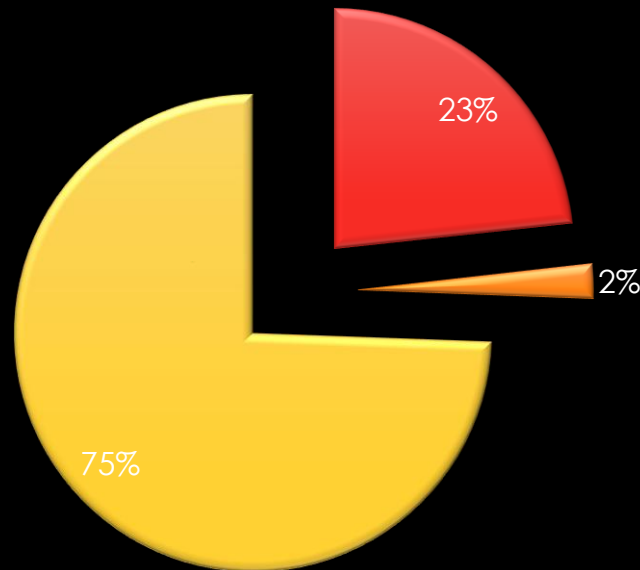
**Courts Accepting Electronic Citations (Any
Vendor) n=174**



■ e-Citation ■ Paper Only

ENVIRONMENT: PAPER DESTRUCTION

**Courts Approved for Paper Destruction per
ACJA 1-507 n=176**



■ Open & Closed Cases ■ Closed Cases Only ■ Not Approved

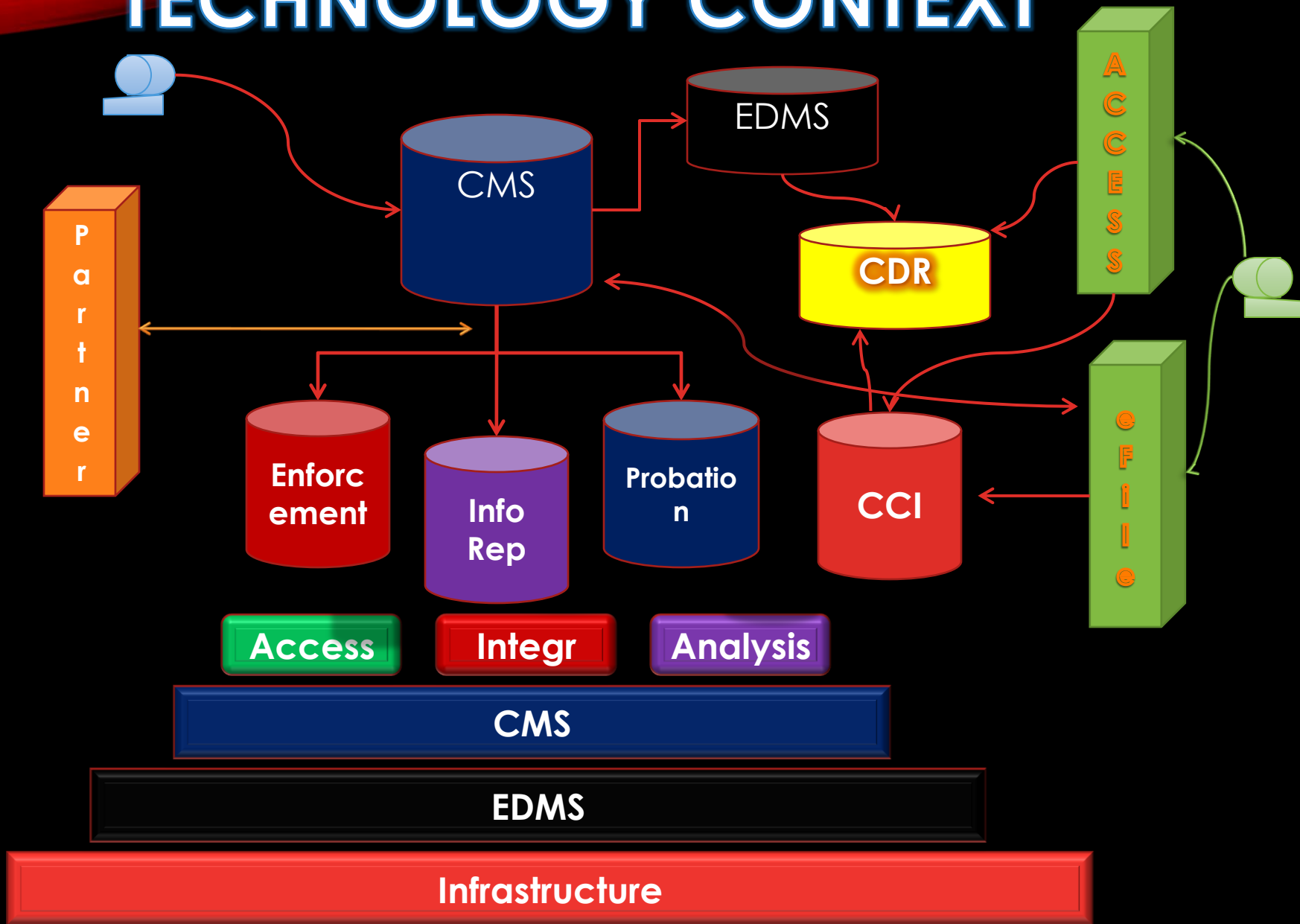
ENVIRONMENT: CASE DATA DESTRUCTION

- Number of courts removing completed cases from case management system:
 - Few – hard to quantify
 - Variety of reasons
- Possible to remove from public view but still retain for internal purposes
 - Central case index architecture will facilitate

SCOPE OF DISCUSSION



TECHNOLOGY CONTEXT



TECHNOLOGY PERSPECTIVES



Replication



Recovery



Security



Access



Capacity



Cost

KEY QUESTIONS

- **Acceptable use of Court Records:**
 - Court & Litigant use
 - Govt Use
 - Statistical/ Research
 - Public Record
- If court use only, **to whom are they available?**



KEY QUESTIONS

- If court is a public records producer, **do public records last forever?**
 - If yes, **should they be displayed forever** or can they be taken off display at some point in time?
 - If yes but not forever, **when** may they be gotten rid of?



KEY QUESTIONS

- Should **all courts** abide by the same set of records access and retention/destruction rules?